ASU
ALABAMA STATE
UNIVERSITY

I. Policy Title:
Alabama State University Grade Policy Modification of Pass/Not Pass Option

II. Policy Statement:
In response to the disruption students and faculty have experienced due to the COVID-19 pandemic, Alabama State University has decided, in consultation with the Office of Academic Affairs, Academic Deans, the Faculty Senate, and the Office of Student Affairs and Enrollment Management to implement a Pass/Not Pass option for undergraduate students for the Spring 2020 semester only, or in case of state and national emergencies.

III. Scope of Policy:
This policy was developed and implemented due to the COVID-19 pandemic. Alabama State University has elected to allow students to be given the option of receiving a Pass or Not Pass grade for specific courses (on a course-by course basis). As both faculty and students at Alabama State University requested guidance and a mechanism to review and revise grading during these extraordinary circumstances, a plan to allow students the ability to request a change from an assigned letter grade to a Pass/Not Pass score for the Spring 2020 Semester was reviewed and proposed by the Office of Academic Affairs in conjunction with various stakeholders on campus. Under the current system, faculty and instructors would continue to assign letter grades at the end of the Spring 2020 academic semester. Students will be able to view their letter grade in Hornets Web before requesting to convert their grade to P/NP.

For the Spring 2020 semester, or in case of state and national emergencies any decision by a student to use the Pass/Not Pass system will have to be made by dates decided on by the Office of Records and Registration. The decision to opt for Pass/Not Pass grades will be final and cannot be amended later. This is imperative so that the University is able to maintain the academic integrity of the grading process.

Exclusions:
- This policy excludes graduate level courses/programs.
- This policy excludes courses with requirements of licensing bodies.
- This policy excludes courses with requirements of programmatic accreditors.
- There may be other courses excluded as deemed necessary by the university.

IV. Effective Date: This policy is effective upon approval by the ASU Board of Trustees for the Spring 2020 semester only, or in case of state and national emergencies..

V. Audience:

All university faculty including academic and administrative personnel, and students are expected to follow this policy.

VI. Designated Responsibilities and Applicability of Spring 2020 Grade Policy Modification of Pass/Not Pass Option

Departments, Colleges, and Administrative Offices have designated responsibilities that are applicable to the Spring 2020 Grade Policy Modification of Pass/Not Pass Option policy as listed below:

- Academic Affairs will develop the Pass/Not Pass Option Form that will be distributed to students.
- Faculty are responsible for assigning the earned letter grades in Hornets Web
- Academic and Faculty Advisors are responsible for advising of students who select the Pass/Not Pass option.
- Academic Deans must complete the final unit level approval prior to changes being made by the Office of Records and Registration.
- The Registrar is responsible for updating Hornets Web with the final grade selection.

VII. Policy Management:

Responsible Offices: Office of the Provost and Vice President for Academic Affairs and Office of Student Affairs and Enrollment Management

Responsible Officer(s): Provost and Vice President for Academic Affairs, Vice President for Student Affairs and Enrollment Management, ASU Faculty, Academic Department Chairs, Associate Deans, Deans, Academic and Program Advisors, Registrar, Academic Advisors, and Director of ACES.

VIII. Procedures:

ASU has a Pass/Not Pass Option process that will be used by students, faculty and administration to approve or deny a student's requests for the Pass/Not Pass option. This is for students actively registered and attending courses during the semester of the national or state emergency only.

1. All student grades (according to the current grading system) will be posted in Hornets Web at the culmination of the Spring 2020 semester.
2. Students will have the option to keep the letter grade earned or select the Pass/Not Pass option in approved courses.
3. All currently enrolled students will receive an email with a Pass/Not Pass Option Form fillable form (Adobe Reader) for completion.
4. Students must submit the form to the pnp2020@alasu.edu email from their @myasu.alasu.edu. The Pass/Not Pass Option Form results will be routed for review to the Academic or Program Advisor.
5. Students are responsible for selecting the Pass/Not Pass options by the deadline.
6. Students can maintain the letter grades earned without selecting a pass fail option.
7. Students are advised to receive consultation from their advisor before designating Pass/Not Pass option.
8. Students are responsible for monitoring their myasu email accounts for communication related to Pass/Not Pass approval.

<u>Document History</u>

Approved by BOT:XXXX